

SUBMIT EMPLOYMENT AND WAGE DETAIL FOR QUARTERS PRIOR TO 2010

Introduction

This section of the document will show how an authorized user can submit an employment and wage detail report for quarters prior to 2010. Prior to 2010, employers are responsible for two separate filings: DUA Contribution Report (i.e., DUA UI and UHI Gross Employment and Wages) and DOR Employment and Wage Detail. The data elements required for DUA filing are: Gross Wages, UI taxable wages, UHI taxable wages and gross 12th of the month employment data. The taxable wages submitted will be used to process and calculate the contribution due. For DOR filing, the user will submit wage detail at employee level, but it will not be used in the calculation of UI contributions due. The user will be able to submit both original and adjustment submissions using this function. The user will first be required to provide the gross employment and wages (i.e., DUA Contribution Report) and will then be prompted to provide the detail employment and wage information (i.e., DOR Wage Report).

The system will allow employers to submit the employment and wage detail (i.e., DOR Wage Report) using the real-time online file upload or the manual entry filing method.

Step-by-Step Instructions:

1. Navigate to the employment and wage detail home page using the instructions provided in the section – ‘Navigating to Employment and Wage Detail Reporting’.
2. Click on the link ‘Submit Employment and Wage Detail for Quarters prior to 2010’. You will be asked to choose the year and quarter for which you wish to file wages, using the drop down menus. After choosing, click ‘Next’.
3. The following screen will appear with the filing status for the chosen year and quarter.

NOTE: The filing status will tell you whether the DUA Contribution Report and/or DOR Wage Report have been filed.

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Employer Information

Employer Account Number: 100 Employer Name: xxxx

Employment and Wage Detail Submission Process

1. Select Quarter and Year → 2. Submit Wage Information → 3. Confirm Submission → 4. Process and Calculate → COMPLETE

Reporting Information

Employment and Wage Detail Paid for the Quarter: January, February, March
Year: 2004
Submission Type: Original

Filing Status


You have not filed the DUA Contribution Report or the DOR Wage Report for Quarter 1 and Year 2004. You need to submit the original DUA Contribution Report and the DOR Wage Report

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System will display 'adjustment' if the submission is not original.

The filing status for the chosen quarter can be viewed here.

4. Click 'Next' to continue. The screen shown below will appear. Enter the information requested on the screen.



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* Indicates Required Field


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Employer Information

Employer Account Number: 100 Employer Name: xxxx

Employment and Wage Detail Submission Process


Reporting Information

Employment and Wages Paid for the Quarter: **January, February, March (Q1)**
 Year: **2004**
 Submission Type: **Original**


Wage Information

Total UI Gross Wages: *
 UI Taxable Wages: *
 UHI Taxable Wages: *

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Enter gross wage detail required for DUA here.

5. Click 'Next' to continue. On the following screen, enter the 12th of the month employment data.



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Employer Information

Employer Account Number: 100 Employer Name: xxxx

Employment and Wage Detail Submission Process


Reporting Information

Employment and Wages Paid for the Quarter: **January, February, March (Q1)**
 Year: **2004**
 Submission Type: **Original**


Number of Employees Employed on the 12th of Each Month

The monthly employment data reported on the line item below should be a count of all full-time and part-time workers in covered employment (subject to Massachusetts's Unemployment Compensation Law) who performed services during the payroll period which includes the 12th of the month. If no employment in the payroll period, enter zero.

Month#1	Month#2	Month#3
<input type="text" value="3"/> *	<input type="text" value="3"/> *	<input type="text" value="3"/> *

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6. Click 'Next' to continue. You will be presented with a choice to enter the DOR wage detail. Choose 'Yes' to continue.



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Employer Information

Employer Account Number: **100** Employer Name: **xxxx**

Employment and Wage Detail Submission Process



Reporting Information

Employment and Wages Paid for the Quarter: **January, February, March (Q1)**

Year: **2004**

Submission Type: **Original**

DOR Wage Detail Option

Would you like to submit DOR Wage Detail? ☐ No ☒ Yes*

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7. You will be asked to choose your method of filing for the DOR wage detail information. Choose from the 'Manual Entry' or 'File Upload'. If your choice is 'Manual Entry', the following screen will appear.

NOTE: If your choice is 'File Upload' in step 7, you will be guided through a series of screens to enter the wage detail information. Please refer to the section 'Submit Employment and Wage Detail Reports' for additional information on the File Upload method as well as the FTP method. However, the wage detail information you provide using the upload will not be used to calculate your UI, UHI contributions. The contributions will be calculated using the gross wage detail information you provided in steps 4 and 5.

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Employer Information
Employer Account Number: 100
Employer Name:

Employment and Wage Detail Submission Process

1. Select Quarter and Year 2. Submit Wage Information 3. Confirm Submission 4. Process and Calculate COMPLETE

Reporting Information
Employment and Wages Paid for the Quarter: January, February, March (Q1)
Year: 2008
Submission Type: Original

Employment and Wage Detail Records

- Enter employee information in space provided. If additional rows are needed, please select 'Add'.
- To permanently delete an employee record from the employment and wage report check the 'Delete' checkbox and select 'Next' or 'Save'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
 - Complete each page and select the next page number.
 - Do not click 'Next' until you have completed all pages.
- When selections are complete, select 'Save', or 'Next'.
- Please note that adjustments to the **DOR Amount Withheld** on the **Wage and Employment Report** will not amend the amount of withholding that you originally reported. If an adjustment to the **DOR Amount Withheld** of any employee results in an over/underpayment of your company's withholding tax, you must separately amend your withholding tax return(s) with the Department of Revenue (DOR). Employers filing withholding via DOR's WebFile for Business (WFB) should use the Amend function available through their WFB account. Other employers should use DOR's Form CA-6, Application for Abatement/Amended return, available at www.mass.gov/dor, to amend the withholding amount paid.

Wage Detail Records

	SSN	Last Name	First Name	MI	Unit Number ?	UI Gross Wages ?	DOR Withholding Wages ?	DOR Amount Withheld ?	Delete
1	022033044	Black	Joe		0	2000	2000		<input type="checkbox"/>
2									<input type="checkbox"/>
3									<input type="checkbox"/>
4									<input type="checkbox"/>
5									<input type="checkbox"/>
6									<input type="checkbox"/>
7									<input type="checkbox"/>
8									<input type="checkbox"/>
9									<input type="checkbox"/>
10									<input type="checkbox"/>
11									<input type="checkbox"/>
12									<input type="checkbox"/>
13									<input type="checkbox"/>
14									<input type="checkbox"/>
15									<input type="checkbox"/>
16									<input type="checkbox"/>
17									<input type="checkbox"/>
18									<input type="checkbox"/>
19									<input type="checkbox"/>
20									<input type="checkbox"/>
21									<input type="checkbox"/>
22									<input type="checkbox"/>
23									<input type="checkbox"/>
24									<input type="checkbox"/>
25									<input type="checkbox"/>

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Sort Criteria

- To view a specific SSN or Last Name enter the appropriate data and select 'Search' to continue.

SSN: Last Name:

Search Reset

IMPORTANT: Please read the instructions here before entering Wage Detail Records.

The information entered here is used for DOR filing.

8. Continue to click 'Next' and provide requested information. The steps will be similar to the manual entry method from the section, 'Submit Employment and Wage Detail Report'.
9. Towards the end of the process, you will be presented with the quarterly calculations, as shown in the screen below. Please note that the calculations shown here are based only on the gross wages entered in 4 and 5. The wage detail information is not used for this calculation.
10. If you are satisfied with the calculations, click 'Submit' to continue. Otherwise, click 'Previous' to make any changes.
11. A confirmation page will appear as shown below.

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Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Employment and Wage Detail Submission Process

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graph LR; 1((1)) --> 2((2)) --> 3((3)) --> 4((4)) --> COMPLETE[COMPLETE]; 1 --- 1L[Select Quarter and Year]; 2 --- 2L[Submit Wage Information]; 3 --- 3L[Confirm Submission]; 4 --- 4L[Process and Calculate];
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Employment and Wage Detail Report Submission Confirmation

- Thank you for using our online Employment and Wage Detail Submission process. You have successfully submitted an Employment and Wage Detail Report for Quarter January, February, March (Q1) of Year 2008.
- Your confirmation number is : 10004248_09290916540. For future reference, this number is in View Submission History.
- If you would like to make a payment for amounts due select 'Make Payment' at the bottom of this page.
- If you are closing your business and this is your final Employment and Wage Detail Report Select 'Account Maintenance' then 'Suspend Account' from the left navigation and proceed with the prompts.

[Make Payment](#)